

Partnerships, Collaborations . . . Diverse Perspectives: Reaching a Common Agenda



Third Conference on Purchases of
Health and Human Services

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With Patricia K. Brandt and Pamela Martin, of the State of
Hawaii, Judiciary's Center for Alternative Dispute Resolution



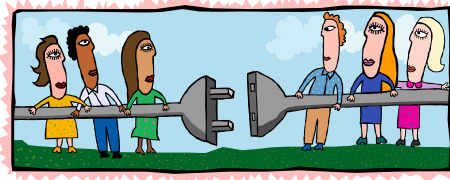
Overview

- Why work together?
- How to develop a common agenda.
- Making it work.



Why work together?

- Mandate?
- Choice?

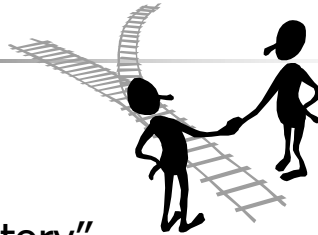


Individual agendas

Each entity comes to the group with:

- Their own agenda
- Their own focus
- Their own goals
- Their own way of doing things

How to develop a common agenda



- Research “history”
- Anticipate and plan
- Focus on purpose
- Strong meeting protocols

Research “history”

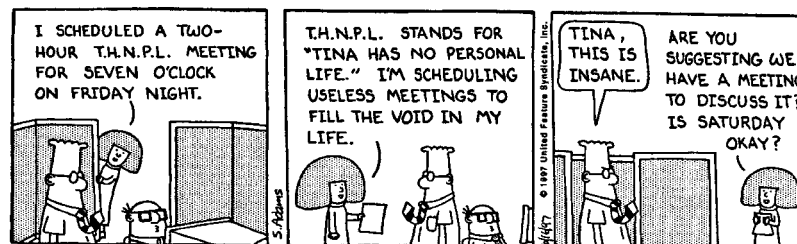


- Call and talk to some of the people.
- Meet casually with some individuals to talk story.
- Ask others who have worked with them in the past.
- Understand how members communicate.
- Identify potential pitfalls.



Anticipate and Plan

- Anticipate the worst case scenario and think of and list alternatives that would help improve the situation
- Make a list of each attendee and their anticipated interests and potential ways they could be met.
- Imagine how the project can be completed by drafting proposed agendas for each meeting. Often you need to start at the end and work backwards.





Focus on Purpose

- Identify a reason for meeting.
- Agree on your purpose.
- Don't try and save the whole world, just your part of it. Keep the focus on the purpose.
- Always circulate a draft agenda before a meeting, its your guidepost to keeping everyone on the same page.



Strong Meeting Protocols

- Define meeting protocols that will assist your group in efficient communication.
- Getting agreement to a common operating procedure is an effective device for team building.



Making it Work

- Tools for keeping on track and developing meaningful discussion.
- Where to find assistance.



Tools for Keeping on Track

- Pre-meeting surveys, homework
- Group summaries
- Assignments





Pre-meeting Surveys

- Focuses individuals on the issues on the agenda.
- Gives people more time to think about the issues or problems.
- Provides anonymity in responses.
- Saves time in meeting.



Group Summaries

- Written record of the decisions made and what happened.
- Provides group ownership of ideas.
- Use individual names only when identifying specific assignments.



Assignments

- Specific assignments to specific people with specific deadlines are mandatory to keep things moving.
- Assignments make it easier to disperse the work load.
- Identifying individuals with the necessary information to complete assignments helps group members find appropriate roles.



Where to find assistance.

- Facilitators:
 - State and county employees - Facilitator/Recorder Pool
 - Other community members- Community Mediation Centers
- Find the addresses at:
www.court.states.hi.us/cadr